



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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WASHINGTON DC 20350-2000

OPNAVINST 1500.77A
N12
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OPNAV INSTRUCTION 1500.77A

From: Chief of Naval Operations

Subj: LEARNING AND DEVELOPMENT ROADMAP FOR ENLISTED SAILORS

1. Purpose. To establish policy for the development, utilization and maintenance of the Learning and Development Roadmaps (LaDR) for enlisted Sailors. This instruction is being reissued with a new date, updated version and signature authority to meet Chief of Naval Operation's (CNO) age requirement for Office of the Chief of Naval Operations instructions.
2. Cancellation. OPNAVINST 1500.77.
3. Background. Navy total force strategic vision addresses the need to anticipate Navy warfighting needs; identify associated personnel capabilities; and recruit, develop, manage, and deploy Sailors in an agile and cost-effective manner. The LaDRs support this vision and provide a tool Sailors can use as they seek to accomplish both professional and personal goals in their Navy careers. LaDRs are valuable tools for counseling and must be used as leaders' guides for the development of the Navy's Sailors.
4. Scope. The LaDRs for enlisted Sailors support all enlisted Active and Reserve Component military members and are a valuable tool for recruiting, advancement, and retention.
5. Policy
 - a. The LaDRa are a comprehensive career guide for enlisted personnel that lists learning and development objectives, and milestones for the completion of these objectives, by paygrade and rating.
 - b. LaDRs will be used to:
 - (1) align required skills with individual career goals;
 - (2) aid recruiters and serve as an informational resource, giving applicants a guide for success in their prospective rating;
 - (3) provide Sailors a well-defined path to advancement, complete with directions for using required and recommended resources; and
 - (4) improve retention through career counseling and deck-plate leadership.
 - c. LaDRs will be reviewed annually and updated as required.

6. Responsibilities

a. Deputy CNO, (Manpower, Personnel, Training and Education) (CNO (N1)) must:

(1) provide overall policy and resources for the execution of the enlisted learning and development strategy; and

(2) establish metrics and performance measures that assess the effectiveness of the program to include Sailor feedback, impact to Sailor workday, level of effort required to complete objectives, success rates, and impact to advancement and retention.

b. Fleet Commanders, Type Commanders, and Training Commanders must:

(1) ensure distribution of LaDRs to every enlisted paygrade at all commands and encourage participation by leadership and Sailors alike; and

(2) review and provide feedback to Naval Education and Training Command (NETC) for validity and relevance of resource information.

c. NETC must:

(1) act as the executive agent for the LaDR program and ensure LaDRs are introduced to Sailors after classification at Recruit Training Command;

(2) manage the development, approval, and implementation of all LaDRs;

(3) coordinate with organizations both within and external to Navy total force in the integrated development of LaDRs;

(4) ensure required and recommended skill training is identified for display within future Sailor competency models;

(5) monitor metrics to assess program effectiveness and provide annual feedback to Director, Total Force Manpower, Training and Education Requirements Division (OPNAV (N12)); and

(6) ensure annual reviews are conducted and LaDRs updated, as required.

d. Commander, Navy Personnel Command must:

(1) coordinate with NETC in the development of all LaDRs; and

(2) provide data to support formal metrics and performance measures as requested by NETC.

e. Commander, Navy Recruiting Command must:

(1) update the delayed entry program (DEP) section of My Navy Portal (upon system transfer) as required;

(2) provide DEP start guide to all DEP personnel; and

(3) mentor and train DEP personnel.

f. Commanding Officers and Officers in Charge must:

(1) ensure all Sailors are provided access to the current LaDR;

(2) provide information and counseling that encourages Sailors to make maximum use of all programs and opportunities in their LaDR; and

(3) ensure Sailors submit official college transcripts or other course personnel qualification standards (PQS) documentation to their command, or certifying organization for inclusion into their Joint Services Transcript (JST), electronic service record (ESR) and electronic training jacket (ETJ).

g. Command Leadership Team (consisting of the commanding officer, executive officer, command master chief, senior enlisted leader, and senior enlisted personnel) must:

(1) Ensure Sailors appearing before the career development board have their LaDRs reviewed.

(2) Advise and counsel Sailors on the significance of personal and professional development, job performance, and career development.

(3) Encourage Sailors to pursue professional credentials, advanced education, and qualifications.

h. Sailors must:


(1) use the LaDRs as a guide to career development and success;

(2) provide relevant feedback on the LaDRs via chain-of-command and My Navy Portal (upon system transfer) Enlisted Learning and Development Strategy page; and

(3) submit official college transcripts and any other course PQS documentations to their command, or certifying organization for inclusion into their JST, ESR, and ETJ.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual M-5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, CNO (N1) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years from its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



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Releasability and Distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil/>